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## **Chevy Chase Village Police Department General Order**

**Subject: VILLAGE SURVEILLANCE CAMERAS**

**CALEA:**

- New
- Amended
- Rescinds

**Approved:**  
Roy A. Gordon  
Chief of Police

**Effective:**  
TBD

**No. Pages:**

**Number:**  
7 - 10

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### **I. PURPOSE**

The placement of surveillance cameras in the Village Buffer area will contribute to public safety for residents and visitors by employing a system that incorporates modern technology available through video monitoring, storage, and retrieval capabilities. This system will be designed to improve the Department's ability to prevent and detect public safety emergencies, criminal conduct, as well as identify and apprehend participants in such events.

This policy will specify rules of acceptable Department use of the surveillance system and designate system specifications in order to achieve program goals without compromising the public's right to privacy.

### **II. DESIGN SPECIFICATIONS**

- A. The system used by the Chevy Chase Village Police Department will utilize multiple fixed and adjustable cameras focused on predetermined public areas in public places. Cameras shall be situated in a manner and location that will maximize the field of view of public areas for public safety purposes only. Camera placement will minimize the potential inadvertent capture of images from areas where there would be a reasonable expectation of privacy.
- B. In any location where the view of any camera may compromise a citizen's privacy expectation, a supervisor shall review the camera's location and either makes a recommendation to re-locate the unit or to employ window-blanking technology to minimize, if not eliminate, the potential for video intrusion.

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- C. The system shall be equipped with Pan, Tilt, and Zoom (PTZ) cameras that allow operators to manipulate the framing or focal length of a video image **only for the specific purpose of monitoring suspicious persons or activities.**

### **III. PROFILING**

The surveillance camera system shall not be used to track individuals arbitrarily or based on race, gender, ethnicity, sexual orientation, disability or other classifications protected by law. **The surveillance camera system shall only be used for purposes directly related to public safety or authorized internal or criminal investigations.**

### **IV. STORAGE/RETRIEVAL OF IMAGES**

Video images captured from the surveillance system are automatically recorded over after 30 days unless the Department or other law enforcement agency submits a request in writing to review the captured images for a legitimate criminal investigation.

User accounts will be limited to those police employees with a specific, ongoing need to access the system for the purpose of crime prevention, detection, identification, or apprehension related to public safety emergency response or authorized internal or criminal investigations. All user accounts require approval by the Chief of Police or designee before establishment.

### **V. IDENTIFYING MONITORED ZONES**

The Chief of Police and the Public Safety Committee will identify zones for surveillance monitoring and have conspicuous signs placed in those zones indicating that the area is under video surveillance. Identified zones will be placed on the Village web site. The Chief of Police and designated members of the Public Safety Committee will investigate complaints of improper use of the system and report their findings in writing to the Village Manager and to the Board of Managers.

### **VI. USER ACCESS**

All persons designated by the Chief of Police as system users shall receive training and unique user identification in order to access the system to prevent and detect public safety emergencies, criminal conduct, as well as identify and apprehend participants in such events. Images stored on servers shall be accessed and retrieved only by authorized system users with prior approval from the Chief of Police or in response to public safety emergencies or authorized internal or criminal investigations.

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## **VII. AUDIT TRAIL**

The Village surveillance camera system shall be capable of providing an audit trail of system use and user access. PTZ camera operations will be audited for misuse violations. The system shall be audited regularly, at least monthly, to ensure proper operation and appropriate use.

## **VIII. UNUSED VIDEO DATA**

Video data that is not retained for evidentiary purposes or based upon public safety necessity or pursuant to a court order shall not be reproduced, distributed, provided, or shown to other persons without the approval of the Chief of Police.

## **IX. VIDEO DATA AS EVIDENCE**

Video data retained for evidentiary purposes shall be reproduced only for the purpose of evidence submission at trial, case filing and pre-trial discovery with the approval of the Village attorney. All copies will be accounted for in the Department's Evidence storage system. The Village surveillance camera system will be audited regularly, at least monthly, to ensure that the system is being used appropriately.

## **X. PAN, TILT & ZOOM (PTZ) CAMERA USAGE**

1. All active observation operations employing PTZ cameras shall be done as the result of specific articulable reasonable suspicion.
2. PTZ camera operators are responsible for protecting the public's right to privacy as delineated by Department policies.
3. PTZ camera operators are forbidden from looking at non-public areas and areas in which there is a reasonable expectation of privacy.
4. PTZ camera images and operators are subject to the same restrictions detailed under "User Access," section VI. of this general order.

## **XI. POLICY VIOLATIONS**

Unauthorized access to the Village surveillance camera system, misuse of the camera system, unauthorized reproduction of surveillance camera images, or unauthorized distribution of camera images will result in disciplinary action up to and including termination from Village employment, criminal prosecution or both.

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**DISCUSSION ITEMS FOR JUNE 12 BOARD MEETING**

(not necessarily discussed in this order)

1. “Routine Monitoring”
2. Camera placement as described in Section II. paragraph A.
3. Ms. Feldman’s question #2 reference law enforcement access to system
4. Ms. Feldman’s question #4 PTZ operators and “authorized users” not necessarily the same but operate under same restrictions of policy.
5. Mr. Podlosky’s comments have been incorporated and will be discussed.